

## **Approving Official Duties and Responsibilities**

Your duties and responsibilities as an approving official include but are not limited to:

### **Card Setup**

- Authorize and approve cardholder application including determination of which business lines (purchase/travel/fleet) will be authorized, single purchase and spending limits etc. before an employee may be issued a card (note: this duty *may not* be redelegated).
- Approve or deny reinstatement applications for accounts that were previously cancelled (note: this duty *may not* be redelegated).

### **Statement Review and Approval**

- Review cardholder statements of account and supporting documentation on a monthly basis.
- Sign the front of each cardholder's statement of account as indication you approve all transactions as needed to support the office mission (note: this duty *may not* be redelegated).

### **Preventing Misuse and Dealing With Issues**

- Investigate and report instances of apparent misuse to the Office of Inspector General. Consult your Human Resources staff and Agency/Organization Program Coordinator (A/OPC) for assistance in resolution.
- Watch spending patterns and vendor sources (a sudden unexplained increase in purchases or charges, or questionable vendor sources, may indicate a problem).
- Ensure employees are correctly trained in the proper use of the charge card.
- Counsel employees regarding possible adverse actions resulting from a past due balance.

### **Administrative**

- Ensure that any duties or responsibilities you redelegated are being carried out.
- Ensure that accountable/sensitive property is entered into your Bureau/Office property system.
- Ensure that cardholders comply with statement reconciliation timeframes and procedures.
- Ensure that records are properly maintained and retained in accordance with bureau and office policy.

### **Closing Accounts**

- Notify the A/OPC when a cardholder leaves the office, transfers, resigns, or no longer has a need for a card.